

PRESIDENT

The President is normally the “key person” on the committee. A well-functioning committee requires leadership from a skilled, enthusiastic and confident President who has good organisational and interpersonal skills. An effective President has the ability to delegate but is still ready to participate as a team member and bring other members of the committee together in decision making.

The President’s role is one of leadership and includes the following responsibilities:

- chairing committee meetings
- providing leadership and modelling appropriate behaviour
- protecting the reputation of the organisation
- having a working knowledge of the current legal documents that govern the operation of the service.
- coordinating the work of the committee by ensuring:
 - effective control of committee meetings
 - subcommittees function with a clear understanding of the extent of their authority
 - the committee has clear and agreed goals
 - correct meeting procedures are followed
 - decision making occurs in a democratic manner and is properly recorded
 - there is a clear delineation of roles between committee and the staff
 - policies are implemented and regularly reviewed
- knowing the skills of each committee member to ensure they can be utilised effectively
- ensuring effective and open communication with parents and staff on important decisions
- presenting the annual report at the AGM
- setting the agenda for committee meetings in consultation with the secretary
- if unable to chair the meeting, making sure that an appropriate person is organised and briefed to undertake this role – this is usually the vice-president
- being prepared for every meeting and leading the discussion on critical issues
- creating a constructive atmosphere for the meeting and facilitating genuine participation and discussion from all members
- ensuring that the work is shared as far as possible among those on the committee, and follow up activities to ensure they are being completed within timeframes
- presenting a report on any major or ongoing issue to the committee
- exercising an appropriate level of control over meetings and the business.